

Thinking about...

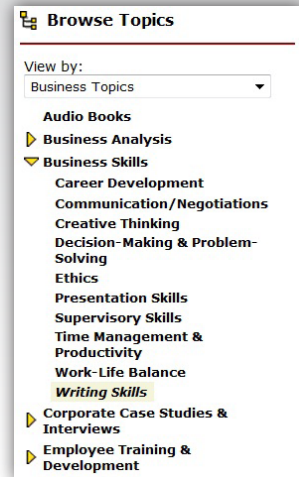
Maximizing Your Writing Skills?



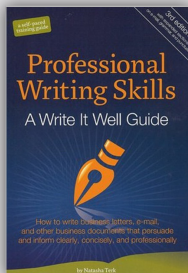
Have you always wanted to express yourself better in writing? Or, have you gotten feedback that suggests you could communicate more effectively in your e-mails.

If you believe that your writing could be more clear, concise, and compelling, then the titles below will help. You'll learn to recognize and repair the common errors that prevent your writing from being as effective as you would like it to be.

FAA Corporate Learning and Development has a variety of online resources. Below are just a few.



VISIT BOOKS 24x7 TO FIND THESE TITLES



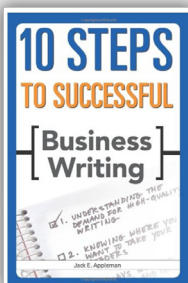
Professional Writing Skills: A Write It Well Guide

Natasha Terk

Print

Found in *Books 24x7*

- Learn how to write clearly for any audience.
- Learn a planning process to organize information.



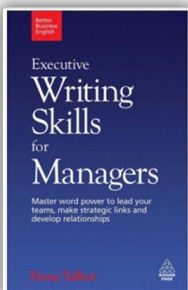
10 Steps to Successful Business Writing

Jack E. Appleman

Print

Found in *Books 24x7*

- Written for all levels of proficiency.
- Learn how to simplify writing so your messages are clear.
- Print the list of 10 steps to keep at your desk.



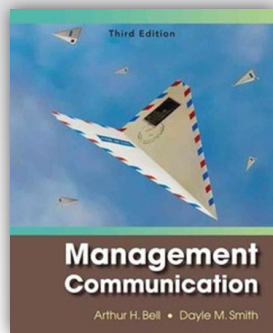
Executive Writing Skills for Managers: Master Word Power to Lead your Teams, Make Strategic Links and Develop Relationships

Fiona Talbot

Print

Found in *Books 24x7*

- Case studies and examples
- Includes checklist of things you must consider
- Guidance on writing performance reviews



Management Communication, 3rd Edition

Arthur H. Bell and Dayle M. Smith

Print

Found in *Books 24x7*

- Topics include a process for management writing, formats for business correspondence, and effective memos and e-mails.
- Explains 10 barriers to communication that can be easily overcome with preparation and practice.

FIND THESE ONLINE COURSES IN eLMS

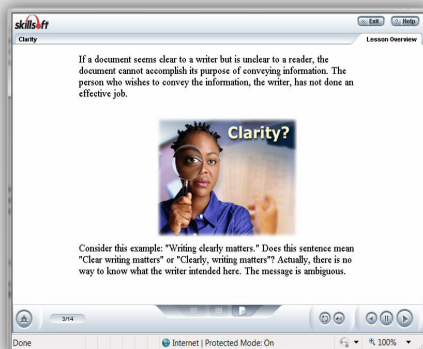
NAVIGATIONAL INSTRUCTIONS

First Visit

1. Log in to eLMS.
2. Search for a course by title or keyword.
3. Add the content to your To-Do list.
4. Select the direct link that is now in your To-Do list.
5. Select "Go to Content."

Future Visits

If earning credit or demonstrating course completion is important to you, always select the direct link in your To-Do list.

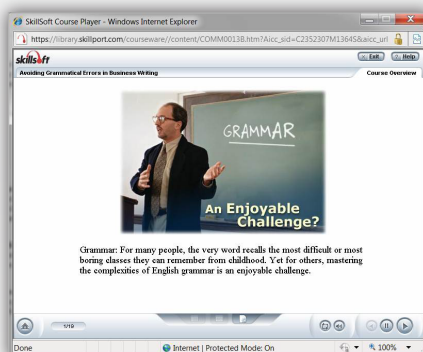


Crisp Composition

Web-based training
Found in eLMS

Length: 4.5 Hours

- Complete only the chapters of specific use to you.
- Topics include Linking Your Ideas, Using Verbs for Brevity, and Avoiding Pretentious Language.



Avoiding Grammatical Errors in Business Writing

Web-based training
Found in eLMS

Length: 4.5 Hours

- Complete only the chapters of specific use to you.
- Learn how to check for subject and verb agreement, ensure parallel construction, and use subjective and objective forms of pronouns correctly.